



Literacy Policy

Date adopted:	May 2022	Last reviewed:	July 2026
Review cycle:	Annually	Is this policy statutory?	No
Approval:	Headteacher	Author:	Lead Practitioner in English
Local approval:	Headteacher	Local author*:	J Kay
Next Review Date of Template Policy:	July 2027		

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	01.03.25	A Grimmond	01.04.25	CCG control document replaced with GST template Principal and LCC names updated
2	03.07.26	L Starr	n/a	Author updated from Assistant Principal to Lead Practitioner in English Local author updated from L Starr to J Kay

Christ's College Guildford: Literacy Strategy

Statement of intent: Our intention is to provide a fully inclusive education that enables all to flourish and reach their God given potential. All students, regardless of their background, or the challenges they face, should make good progress from their individual starting point, and achieve well across the full curriculum. Our students are all encouraged to recognise the importance of education in their own fulfilment as individuals.

Sound literacy skills are essential for progress across the curriculum and to enable students to function effectively in adult life.

All teachers have a responsibility to develop students' competence in reading, writing, speaking and listening in their own subjects and to ensure that students become competent users of language, and can access the curriculum effectively and achieve their potential.

The development of literacy skills across the curriculum will be implemented according to the following guidelines:

- Department schemes of work will specify how literacy skills are reinforced within their subject areas.
- Staff will follow whole school policies on marking and literacy.
- Students lacking basic literacy skills will be identified at transfer, using reading and spelling tests within English.
- In Years 7, 8 and 9, literacy support will target students most in need of support who will receive extra help via withdrawal and in class support.
- The SENDCO and Head of English will advise teaching staff on supporting students with reading and writing difficulties.

"Literacy involves a continuum of learning in enabling individuals to achieve their goals, to develop their knowledge and potential, and to participate fully in their community and wider society." UNESCO

All teachers are teachers of literacy. As such, the staff at Christ's College are committed to developing literacy skills in all of our students, in the belief that it will support their learning and raise standards across the curriculum, because:

- Students need vocabulary, expression and organisational control to cope with the cognitive demands of subjects;
- Reading helps us to learn from sources beyond our immediate experience;
- Writing helps us to sustain and order thought;
- Language helps us to reflect, revise and evaluate the things we do, and on the things others have said, written or done;
- Responding to higher order questions encourages the development of thinking skills and enquiry;
- Improving literacy and learning can have an impact on students' self-esteem, motivation and behaviour. It allows them to learn independently. It is empowering.

Mr M Goulborn, Headteacher

Mr C Chudziak, Chair of Local Committee

1. Key roles and responsibilities

- 1.1. The Local Committee has overall responsibility for the implementation of the Literacy Policy and procedures of Christ's College Guildford.
- 1.2. The Local Committee has overall responsibility for ensuring that the Literacy Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Local Committee has overall responsibility for reviewing the Literacy Policy every two years.
- 1.4. The Principal has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.5. The Principal will be responsible for the day-to-day implementation and management of the Literacy Policy of Christ's College Guildford.
- 1.6. The Assistant Principal (Raising Standards) will be responsible for liaising with teachers across all of the departments to facilitate the delivery of cross-curricular literacy skills.
- 1.7. The English department will be responsible for teaching basic literacy skills.
- 1.8. Teachers will be responsible for developing literacy skills across their subjects with the support of the Literacy Lead and the English Department.
- 1.9. All teachers will promote and lead literacy across the curriculum.

2. Reading guidelines

- 2.1. Students in Years 7, 8 and 9 should start each day with a session of silent reading in registration if not engaged in other tasks as directed by the form tutor. All Year 7, 8 and 9 students must have a reading book each day, or use their Chromebook to access suitable texts.
- 2.2. In Years 7, 8 and 9, students should always have appropriate reading material. If staff members have concerns as to the suitability of any book, they should liaise either with the English Department or with the Literacy Lead.
- 2.3. All students have access to books from the school library. Students should also be encouraged to join their local public libraries.
- 2.4. All staff should be aware of the specific requirements of their subject and should prepare students where necessary. This could mean, for example, producing a glossary of specific terms used in a particular examination, topic or textbook. Staff should also, where appropriate, reinforce reading/study skills techniques taught in English such as skim-reading, scanning, note-taking, underlining key words and

reciprocal reading strategies.

2.5. Staff will take account of the literacy demands made by students in their lessons and plan support strategies to assist students, e.g. active reading strategies.

2.6. Staff should plan opportunities for students to show they understand information conveyed in different forms of text and from different sources.

2.7 Students identified in their NGRT Reading Tests as needing urgent intervention will receive reading intervention and those requiring intervention will receive bespoke reading support from the SEND department.

Writing guidelines

2.8 Staff will encourage accuracy in writing by following the school's marking policy.

2.9 Throughout the year, staff will reinforce skills with students whenever they are engaged in writing tasks.

2.10 Staff will encourage students to use a neat, cursive handwriting style and insist on a neat presentation. Students with poor handwriting should be referred to the SENCO who will liaise with the appropriate staff to implement support. In some cases, students may be advised to use their Chromebook for writing in lessons. It is envisaged that these students will be referred for concessions concerning this, at the appropriate time.

2.11 Staff will assist students in the organisation of their writing, and will provide effective models and writing frames where appropriate to support students with their writing.

2.12 Staff will help students to select appropriate expressions in writing, according to the task and type of writing required, by teaching the appropriate conventions.

2.13 Departments will identify subject specific vocabulary that has to be learned each half term together with complementary academic/challenging vocabulary.

2.14 Staff will promote academic vocabulary, integrating this into their planning and implementation where appropriate.

2.15 Staff will reinforce basic skills in writing, reminding students of the importance of basic punctuation and paragraphing in the context of their work.

2.16 Students will be encouraged to plan and check their work. Staff should plan opportunities for students to convey meaning in a range of forms for different readers/audiences.

2.17 Departments will liaise with the English Department when including literacy tasks such as newspaper articles, letters etc.in order to reinforce writing

conventions.

2.18 Staff will ensure that the school guidelines on presentation are displayed in their teaching rooms.

3. Speaking and listening guidelines

3.1. Staff will encourage the development of speaking and listening through activities within each unit of work.

3.2. Staff are to plan opportunities for students to speak articulately in a range of contexts and for different purposes.

3.3. Systems such as collaborative group work structures are to be used to ensure active participation in group and class discussions.

3.4. Staff will speak in standard English when interacting with students and correct grammatical errors in students' talk.

3.5. Students will be encouraged to use standard English in formal settings.

4. Use of data

4.1. Reading data for students in Years 7, 8 and 9 will be available for all staff on Arbor and the SEND registers. Staff can then plan appropriately.

4.2. Reading data will be collated a maximum of three times a year. Students identified as behind their chronological age will be referred for intervention.

4.3. Spelling ages for students with concern will be held by the SEND department.

4.4. Students identified as behind their chronological age will be referred for intervention.

4.5. The English Department is responsible for assessing literacy formatively.

4.6. Departments should refer literacy issues to the Head of English and SENCO.

4.7. Progress in literacy will be measured by interim data together with progress in reading and spelling ages.

5. Years 7, 8 and 9

5.1. Students will be taught the following literacy skills across the curriculum:

- To spell and use an extensive and challenging vocabulary.
- To use punctuation and grammar appropriately.
- Reading and comprehension.

5.2. In English, students in Years 7, 8 and 9 will be taught to:

- Develop an appreciation and love of reading, and read increasingly challenging material independently.
- Understand increasingly challenging texts.
- Read critically.
- Write accurately, fluently, effectively and at length.
- Plan, draft, edit and proof-read.
- Speak confidently and effectively.

6. Key Stage 4

6.1. Students will be taught to:

- Read critically with a high level of comprehension.
- Summarise and synthesise information.
- Evaluate a writer's choice of vocabulary, form, grammatical and structural features.
- Compare texts.
- Produce clear and coherent text and write effectively for a range of purposes.
- Write for impact.
- Present information and ideas vocally.
- Respond to spoken language.
- Use standard English whenever and wherever is appropriate.
- Use a wide and varied academic vocabulary.
- Use subject specific terminology appropriately.
- Use a wide and varied vocabulary in imaginative and transactional writing.

7. Monitoring and Review

7.1. This policy will be monitored every year.

7.2. The policy will be reviewed by the Local Committee every two years.

Appendix - Christ's College Marking Codes

CODE	Explanation
//	Shows the point that a new paragraph should begin
/	Shows the point that a new sentence should begin
C	Connecting word or phrase missed
P	Error in punctuation
Sp	Spelling error - correct 3x at the end of the work
CP	Missed capital letter
Te	Mistake made with the tense
Ts	Missed topic sentence
/\	Missing Word
V	Vocabulary Error
?	Something not clear
Dev	Develop idea/more explanation needed
Q	Insert quotation or reference